

San José State University Research Foundation

Position: Accounting Manager

DEPARTMENT: Finance & Accounting

IMMEDIATE SUPERVISOR: Controller

POSTING DATE: May 4, 2022

SALARY: \$82,000-\$86,000 Annually
Negotiable, DOQ/E

EXEMPT STATUS: Exempt, Full-Time, Benefited

GENERAL NATURE OF POSITION

The Finance and Accounting Department of the San José State University Research Foundation (SJSURF) provides financial and administrative support services to researchers. These services include purchasing, accounts payable, accounts receivable, cashing, property, general ledger, and risk management.

As a member of the Finance and Accounting team, the accounting manager will maintain records necessary for proper accounting and control of general ledger transactions. In addition, the role is responsible for drawing down of letter-of-credit funds from agencies, file periodic reconciliations, and file reports to the Federal Audit Clearinghouse. Additional responsibilities include preparing invoices to customers and following up for payments and participating in the design of accounting and finance functions of the Research Foundation. We are seeking an experienced candidate that can facilitate month-end and year-end financial information system maintenance processes and that will carry on the responsibility for the recording and reconciliation of the Research Foundation's \$20 million investment transactions.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for preparing letter of credit drawdown reports. Perform the drawdown of cash from various agencies. Maintain records of information filed with each agency. Prepare journal entries to record receipt of funds. Responsible for filing reconciliation reports with each agency when required.
2. Responsible for verifying and posting journal entries by various data entry persons.
3. Responsible for month-end closing functions including interest calculation, overhead and IDC reconciliation.
4. Monitor accounting data integrity and inter-fund transactions. Generate account reports for analysts to review.

5. Oversee all bank reconciliations which consist of operating, payroll, I-House, IGS, and the Research Foundation's cafeteria plan. Responsible for reconciling and recording of investment activities.
 6. Reconcile general ledger accounts including balance sheet. Investigate and correct errors.
 7. Oversee fixed asset records including additions, adjustments, and disposals. Reconcile fixed asset schedules, calculate depreciation expenses, and prepare journal entries.
 8. Manage lease database, reconcile, and prepare journal entries.
 9. Assist in the preparation of financial statements and schedules for the annual audit and special audits. Responsible for filing the annual data collection form with the Federal Audit Clearinghouse for the Research Foundation's A-133 audit. Prepare various reports to meet the managerial needs of the Research Foundation.
 10. Perform other tasks as assigned by the Finance and Accounting director and the controller.
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INTERPERSONAL CONTACTS

- 1) Reports to the controller; under general direction performs such actions as may be necessary to fulfill assigned responsibilities.
 - 2) Interacts with Central Office staff, government agencies, bank or investment firm representatives, independent auditors, and other vendors.
 - 3) Provides supervision and direction to a general ledger accountant and an accounts receivable accountant.
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SUPERVISORY RESPONSIBILITIES

Supervision of one or more accounting team members.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in accounting.
- Six years of progressive responsibility for accounting and financial record keeping.
- Hands on experience with computerized accounting services.
- Ability to supervise and direct assistants to perform required tasks.

Knowledge, Skills, Abilities Required

- Thorough knowledge of generally accepted accounting principles.
- Knowledge of non-profit accounting principles, preferably related to federal government grant regulations including OMB circulars.
- Knowledge of statistical and mathematical manipulation and presentation of data and of computerized information systems.
- Familiar with audit practices and procedures, preferably with prior experience in support federal auditing standards including Single Audit requirements.
- Demonstrate skills in analyzing, auditing, and reconciling complex accounting records and reports and drawing sound conclusions.
- Demonstrate skills in using initiative and sound independent judgment within established guidelines.

- Ability to prepare documentation for a variety of financial reporting requirements and for general correspondence, ability to analyze results and draw logical conclusions.
- Ability to organize work, set priorities and meet critical deadlines with little supervision.
- Ability to work effectively and maintain cooperative working relationships with others.
- Ability to effectively utilize Windows based software, including Microsoft Word and Excel programs.
- Strong mathematical ability.

Complexity of Duties

- Works on problems of moderate scope and complexity.
- Exercises judgment within defined procedures and practices to determine appropriate actions.
- Works under general supervision on specific assignments.
- Work is subject to regular checks and review to ensure compliance with procedures.

Physical Requirements

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate a ten-key adding machine.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to foundation-jobs@sjsu.edu. Please add AM CO to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.